

**Keystroke Commands in Excel**

**1) Moving and scrolling in a sheet or workbook**

- a) Move to the edge of the current data region
  - i) CONTROL + arrow key
- b) Move to the beginning of the row
  - i) HOME
- c) Move to the beginning of the sheet
  - i) CONTROL+HOME
- d) Move to the last cell in use on the sheet, which is the cell at the intersection of the rightmost column and the bottom row (in the lower-right corner); or the cell opposite the home cell, which is typically A1
  - i) CONTROL+END

**2) Working in cells or the Formula bar**

- a) Toggle the formula reference style between absolute, relative, and mixed
  - i) PC: F4
  - ii) Mac: ⌘+T

**3) Selecting cells, columns, or rows**

- a) Extend the selection by one cell
  - i) SHIFT+arrow key
- b) Extend the selection to the last nonblank cell in the same column or row as the active cell
  - i) CONTROL+SHIFT+arrow key
- c) Extend the selection to the beginning of the row
  - i) SHIFT+HOME
- d) Extend the selection to the beginning of the sheet
  - i) CONTROL+SHIFT+HOME
- e) Extend the selection to the last cell used on the sheet (lower-right corner)
  - i) CONTROL+SHIFT+END
- f) Select the entire sheet
  - i) PC: CONTROL+A
  - ii) Mac: ⌘+A
- g) Extend the selection down one screen
  - i) SHIFT+PAGE DOWN
- h) Extend the selection up one screen
  - i) SHIFT+PAGE UP

PC (Excel 2010): <http://office.microsoft.com/en-us/excel-help/keyboard-shortcuts-in-excel-2010-HP010342494.aspx>

Mac: <http://mac2.microsoft.com/MacOffice/en-us/help/64766a97-9258-4f78-9feb-2742ce7690411033.msp>